

§ 101-40.713

parts 102 through 104 shall be determined uncollectible and reported to the General Accounting Office or the Department of Justice for appropriate action under criteria established by GAO under 4 CFR part 105.

[51 FR 24343, July 3, 1986]

§ 101-40.713 Clearing carriers of liability.

When it is determined as the result of investigation or evidence submitted by a carrier that loss or damage to a Government shipment is not the responsibility of the carrier, the consignee shall take necessary steps to clear the carrier of liability and to withdraw or amend any claim which may have been filed for recovery of losses. In this regard, the consignee shall prepare a document which will effectively remove or amend any exception that had been noted on the carrier's delivery documents. While no precise form or format is prescribed, this document shall be prepared in sufficient detail to identify the shipment and to show the basis for relieving the carrier of liability. This includes

(a) A reference to the Government bill of lading number or other transportation document;

(b) A detailed description of the property shipped;

(c) A reference to the exception taken to the quantity or condition of the property delivered;

(d) The number and date of any claim which has been filed with the carrier; and

(e) The basis on which the exception or claim is being withdrawn.

The consignee shall forward the original of this document to the carrier against whom the claim has been filed (or, in case the claim has not yet been filed, to the carrier that is billing for transportation charges or related services), and a copy shall be attached to the blue memorandum copy (Memorandum Copy-Consignee) of the bill of lading. In addition, the consignee shall send copies of the document to other offices involved in the initial claim action. (See the GSA handbook, Discrepancies or Deficiencies in GSA or DOD Shipments, Material, or Billings (subpart 101-26.8), for reports required in

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connection with shipments from GSA or DOD.)

[42 FR 25861, May 20, 1977]

Subparts 101-40.8—101-40.48 [Reserved]

Subpart 101-40.49—Forms

SOURCE: 51 FR 24343, July 3, 1986, unless otherwise noted.

§ 101-40.4900 Scope of subpart.

This subpart provides the means for obtaining forms prescribed or available for use in connection with the subject matter covered in part 101-40. These forms are designed to provide uniform methods of requesting and transmitting transportation advice and assistance, uniform documentation of transactions between Government agencies, the Government and the transportation industry, and related industries.

§ 101-40.4901 Standard forms; availability.

Standard forms referenced in this part, unless otherwise provided in the section prescribing the form, may be obtained by submitting a requisition in FEDSTRIP format to the GSA regional office providing support to the requesting agency.

§ 101-40.4901-361-1 Guidelines for preparation of Standard Form 361, Transportation Discrepancy Report (Rev. 3-84).

See § 101-40.4901 for information on obtaining Standard Form 361.

SECTION A

General

a. The March 1984 edition of Standard Form 361, Transportation Discrepancy Report, requires the use of codes for certain information. A stub attached to the top of the form provides instructions concerning where to locate these codes for civilian agencies and the Department of Defense (DOD). The codes furnished in this section are uniform for civilian agency use in preparing the Transportation Discrepancy Report (TDR).

b. The TDR is a two part form. Part I covers blocks 1 through 33, and part II covers

blocks 34 through 47. Part I is used to request information from the shipper, give notification to the carrier concerning any discrepancy in the shipment, or report any miscellaneous problem which interferes in the timely and proper movement of freight. The proper block indicating the type of discrepancy being reported should be checked. After part I has been completed and all supporting documentation for claim has been assembled, part II will be used to support formal claims filed with the carrier/supplier. The information as contained in Part II will not be disclosed to the carrier/supplier. Blocks 46 and 47 are primarily for use by DOD.

Block Details. The following are detailed instructions for completing the TDR.

BLOCK NUMBER, TITLE, AND DATA ENTRY

1. *DATE.* Current Julian date on which report is prepared; e.g., January 30, 1984, would be entered as 4030.

2. *REPORT NUMBER.* Activity address code (AAC), if assigned, of the reporting activity and a 4-digit number (0001-9999) for each TDR issued within the calendar year.

3. *TO.* Name and address (including ZIP Code) of the office or carrier to which the TDR is to be mailed.

4. *REPORTING ACTIVITY.* Name and address (including ZIP Code) of the reporting activity.

5. *CONSIGNOR.* Name, address, activity address code (if assigned), and ZIP Code of the activity making or directing the shipment.

6. *CONSIGNEE.* Name, address, activity address code (if assigned), and ZIP Code of the activity scheduled to receive the shipment.

7. *SHIPPER.* Name, address, activity address code (if assigned), and ZIP Code of the activity physically making shipment for the account of the consignor. Where the shipper is the consignor, enter "Same as block 5."

8. *CARRIER ROUTING AND IDENTIFICATION.* Enter Standard Carrier Alpha Code(s) (SCAC) from the transportation document in the proper sequence in the shaded blocks. Enter name of carrier(s), identification number of car, truck, trailer, or the name of the vessel. For containers, show the trailer/container number.

9. *POINT OF ORIGIN.* Leave blank unless different than block 5.

10. *CARRIER'S PRO/FREIGHT BILL NO.* Copy the number from the carrier's delivery receipt.

11. *DESTINATION.* Leave blank unless different than block 6.

12. *BILL OF LADING NO./TYPE.* Enter the number and indicate the type, i.e., GBL (Government bill of lading) or CBL (commercial bill of lading).

13. *MODE CODE.* Choose correct code from section B.

14. *DATE CARRIER SIGNED FOR SHIPMENT.* Julian date that the carrier signed for shipment.

15. *DATE CONSIGNEE RECEIVED SHIPMENT.* Julian date of receipt of shipment. If the shipment is "all short," leave blank.

16. *DATE DISCREPANCY DISCOVERED.* Enter the Julian date of discovery.

17. *DATE CARRIER NOTIFIED.* Julian date on which the commercial carrier was first notified and the manner notified; e.g., "4133, telephone."

18. *NAME OF PERSON CONTACTED.* Enter the name and telephone number of the person contacted at the carrier.

19. *SEAL NUMBERS AND CONDITION.* Place an "X" in the proper block to show seal numbers and condition. Include an explanation when there is a variance between the seal number(s) shown on the transportation document and the seal(s) as affixed to the carrier's vehicle.

20. *ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO.* Applicable acquisition document number; e.g., requisition or purchase request and/or transportation control number.

21. *COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN).* Noun description of commodity, and NSN or part number.

22. *TYPE OF PACK.* Choose the correct code from section C.

23. *QUANTITY DISCREPANT (PIECES).* Actual number of pieces of discrepant freight as evidenced by the applicable bill of lading or governing transportation document.

24. *TYPE AND CAUSE CODE.* Show the correct code from section D which will most clearly identify the type and cause of the discrepancy.

25. *UNIT OF ISSUE.* Show the 2-position alpha abbreviation of the type of unit under which the material was issued. See the shipping docket/packing list.

26. *UNITS BILLED/SHIPPED.* Show the actual number of units of issue billed (invoiced) or shipped as evidenced by the applicable shipping document/packing list.

27. *DISCREPANT UNITS.* Actual number of issue units discrepant.

28. *DISCREPANT WEIGHT.* Show the total weight for the discrepant pieces in block 23.

29. *VALUE OR COST OF REPAIRS.* Actual value of loss sustained or cost of repairs, including transportation to and from the repair shop, cost of estimates, etc. For non-repairable damage, use the replacement cost. Enter value of material when reporting over or astray freight.

30. *REMARKS.* Use this block to request information needed in the investigation of the discrepancy, to notify the carrier of a discrepancy in the shipment, or to report miscellaneous problems for correction by the shipper. Include photographs (if available) or any document the shipper or carrier may not have that will aid in a reply. For miscellaneous problems not involving claim, provide

detailed information and indicate responsibility. When the discrepancy involves classified/protected/hazardous material, provide additional details such as security classification, nature of hazardous material violation, etc.

31. A. *NAME OF PREPARER*. Self-explanatory.

B. *TITLE*. Self-explanatory.

C. *TELEPHONE NO.* Show both the commercial and Federal Telephone System (FTS) telephone number of the persons signing the form.

D. *SIGNATURE*. Self-explanatory.

32. *REPLY*. Use this block to reply to any questions asked in block 30 or to furnish any information to aid in the investigation of the discrepancy.

33. A. *NAME OF RESPONDENT*. Self-explanatory.

B. *TELEPHONE NO.* Show both the commercial and FTS telephone number of the person signing in block 33D.

C. *ADDRESS*. Show official address.

D. *SIGNATURE*. Self-explanatory.

E. *DATE*. Julian date of reply.

34. *THIS IS A SURVEY DOCUMENT*. Place an "X" in the proper block.

35. *DATE*. Julian date on which part II is completed.

36. *TO*. Name and address (include ZIP Code) of the office to which the TDR claim package is to be mailed.

37. *RESPONSIBILITY*. The transportation officer or appropriate receiving personnel would normally make this determination based on findings and factual evidence available, checking the appropriate block. When there is insufficient evidence to make such a determination, check "Other" and enter "Unknown."

38. *EXCEPTION NOTED ON CARRIER'S DELIVERY RECEIPT*. Place an "X" in the proper block.

39. *DOCUMENT ATTACHED?* Place an "X" in the proper block, and list the documents in block 43.

40. *PHOTOGRAPH ATTACHED?* Place an "X" in the proper block.

41. *INSPECTION DATA*. Place an "X" in the proper block. Attach required report or waiver, or provide oral waiver information in block 43.

42. *DISPOSITION DATA*. Place an "X" in the proper block. Attach the required documents or provide other explanation in block 43.

43. *REMARKS*. Provide detailed information or any other data which will aid the claims office in filing claim. Information or data shall deal with facts and shall not reflect personal opinions unless substantiated by documentation; e.g., affidavits or certified statements. List the documents attached to support the claim.

44. *DISTRIBUTION OF COPIES*. Name and address (including ZIP Code) of office to receive a copy.

45. A. *NAME OF PREPARER*. Self-explanatory.

B. *TITLE*. Self-explanatory.

C. *TELEPHONE NO.* Show both the commercial and FTS telephone numbers of the person signing in block 45D.

D. *SIGNATURE*. Self-explanatory.

46. *ACTION BY REVIEWING OFFICIALS*. Sections, A, B, C, and D under this block are for use in connection with inventory and financial adjustments of accounts in accordance with individual service/agency regulations. Sections E and F will be completed by an official authorized to approve the report for use as a survey document and/or inventory and financial adjustment of accounts or when individual agency or service regulations require approval by an official other than the individual shown in block 45.

47. *ACTION BY CLAIMS OFFICE*. For use by claims office, as required (primarily for DOD).

SECTION B

Code	Mode Code (Block 13)
A	Motor, truckload.
B	Motor, less than truckload.
C	Van (unpacked, uncrated-personal or Government property).
D	Driveway, truckaway, towaway.
E	Bus.
F	Military Airlift Command (MAC).
G	Parcel post, surface.
H	Parcel post, air.
I	Government trucks, for shipment outside local delivery area.
J	Small package carrier.
K	Rail, carload*.
L	Rail, less than carload*.
M	Freight Forwarder.
N	LOGAIR (commercial air charter service—Air Force controlled).
O	Organic military air.
P	Through Government bill of lading (TGBL).
Q	Air freight, air express, air charter (commercial).
R	Expedited air freight.
S	Scheduled truck service (applies to contract carriage, guaranteed traffic routings and/or scheduled service).
T	Air freight forwarder.
U	Quicktrans (commercial air charter service—Navy controlled).
V	SEAVAN.
W	Water, river, lake, coastal (commercial).
X	Bearer, walk-thru (customer pickup of material).
Y	Intratheater airlift service.
Z	MSC (Military Sealift Command—controlled contract or arranged space).
2	Government watercraft, barge, lighter.
3	RORO (roll-on, roll-off) service.
4	ARFCOS (Armed Forces Courier Service).
5	United Parcel Service.
6	Military official mail (MOM).
7	Express mail.
8	Pipeline.

Federal Property Management Regulations

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Code	Mode Code (Block 13)
9	Local delivery by Government or commercial truck including deliveries between air or water terminals and adjacent activities. Within CONUS, the local delivery area is defined in tariffs governing local application of carrier service as filed with regulatory authorities.

*Includes trailer/container-on-flat-car (excluding SEAVAN).

SECTION C

Code	Type of Pack Code (Block 22)
BD	Bundle.
BE	Bale.
BG	Bag, burlap or cloth.
BL	Barrel.
BS	Basket.
BX	Box.
CA	Cabinet.
CB	Carboy.
CC	Household goods containers, wood, type 11 (Fed. Spec. PPP-B-580).
CL	Coil.
CN	Can.
CO	Container, other than CU, CW, or X.
CR	Crate.
CS	Case.
CT	Carton.
CU	Container, Navy cargo, transporter.
CW	Container, commercial highway lift (PTTC).
CY	Cylinder.
DB	Dufflebag.
DR	Drum.
EC	Engine container.
ED	Engine cradle or dolly.
FK	Footlocker.
HA	Hamper.
KE	Keg.
LS	Loose, not packaged.
MW	Multiwall container (formerly referred to as triple wall or tri-wall secured or attached to a warehouse pallet).
MX	Mixed (more than one type of shipping container).
PC	Piece.
PL	Pail.
PT	Palletized unit load (other than code MW).
RL	Reel.
RO	Roll.
RT	Roll-on/roll-off trailer.
SA	Sack, paper.
SB	Skid box.
SD	Skid.
SH	Sheet.
SL	Spool.
SW	Suitcase.
TB	Tub.
TK	Trunk.
TU	Tube.
UX	Unitized (unitized cargo on roll-on/roll-off vehicles is considered roll-on/roll-off).
VC	Van chassis.
VE	Vehicle.
VO	Vehicle in operating condition.
VS	SEAVAN-TOTE.
WR	Wrapped.
X.....	Container, CONEX (second position, based on CONEX serial number, will be assigned as follows):
——0	00001 to 99999
——1	100000 to 199999
——2	200000 to 299999
——3	300000 to 399999

Code	Type of Pack Code (Block 22)
——4	400000 to 499999
——5	500000 to 599999
——6	600000 to 699999
——7	700000 to 799999
——8	800000 to 899999
——9	900000 to 999999
A.....	MSCVAN (MSC leased/controlled SEAVAN or MILVAN).
Y.....	MILVAN.
Z.....	SEAVAN.
	(Second position identifies the loading data and loaded capacity as follows):
——A	Loaded to capacity by ocean carrier.
——B	Loaded to capacity by military terminal.
——C	Loaded to capacity by military shipping activity.
——D	Loaded to capacity by vendor/commercial supplier.
——E	Loaded to capacity by contract shipment consolidation facility.
——F	Loaded to less than capacity by military shipping activity, loading completed by contract shipment consolidation facility.
——3	Loaded to less than capacity by military shipping activity.
——4	Loaded to less than capacity by vendor/commercial supplier.
——5	Loaded to less than capacity by contract shipment consolidation facility.
——L	Loaded to less than capacity by military shipping activity, loading completed by military terminal.
——M	Loaded to less than capacity by vendor/commercial supplier, loading completed by military terminal.
——N	Loaded to less than capacity by contract shipment consolidation facility, loading completed by military terminal.
——T	Loaded to less than capacity by military shipping activity, loading completed by ocean carrier.
——U	Loaded to less than capacity by vendor/commercial supplier, loading completed by ocean carrier.
——V	Loaded to less than capacity by contract shipment consolidation facility, loading completed by ocean carrier.
——W	Loaded to less than capacity by vendor/commercial supplier, loading completed by contract shipment consolidation facility.
——Z	Empty MILVAN or SEAVAN.

SECTION D

Code	Type and Cause Code (Block 24)
ASTRAY	
A3	Incomplete marking or missing label or tag.
A4	Defaced or illegible marking.
AA	Unknown.
OVERAGE	
O5	Improper documentation.
O3	Incomplete marking or missing label or tag.
O4	Defaced or illegible marking.
OK	Improper loading or stowing.
OO	Unknown.
SHORTAGE	
SL	Leakage, spoilage, or evaporation.
S5	Improper documentation.

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Code	Type and Cause Code (Block 24)
ST	Theft.
SP	Pilferage.
SI	Status "W" cargo (MTMC terminal use only).
SK	Improper loading or stowing.
SS	Unknown.
DAMAGE	
DF	Fire.
DK	Improper loading, stowing, lashing, blocking, and bracing.
D6	Materials handling equipment.
D1	Marine Casualty.
DG	Spoilage.
DQ	Rough handling.
D2	Stevedoring.
DE	Water damage.
DW	Wreck.
DV	Vandalism.
DZ	Concealed damage.
DD	Unknown.
OTHER	
XB	Broken, missing, improper, or inadequate seals.
XC	Special contract or carrier services not provided on unclassified or nonprotected cargo.
XH	Excess transit time.
X3	Incomplete marking or missing label or tag.
X4	Defaced or illegible marking.
XJ	Improper carrier handling, service, or equipment.
XK	Improper loading, stowing, lashing, blocking, or bracing (if no actual damage).
XL	Certification of hazardous material (DD Form 1387-2) missing or incorrect.
XM	Improper marking or labeling of dangerous or hazardous material.
XN	Misconsignment.
XR	Government transportation regulations, carrier tariff or tender agreements, not observed on classified or protected material.
XS	Signature Security Service violations.
XX	Not specified above (described in remarks).

§ 101-40.4902 GSA forms; availability.

(a) GSA forms referenced in this part are for optional use by executive agencies; however, their use is recommended in the interest of efficiency and economy in Government operations.

(b) Except for GSA Form 3080 (Household Goods Carrier Evaluation Report), GSA forms may be obtained initially from General Services Administration, National Forms and Publications Center, Warehouse 4, Dock No. 1, 4900 South Hemphill Street, Fort Worth, Texas 76115. Agency field or regional offices should submit future requirements to their Washington, DC headquarters office which will forward consolidated annual requirements to the GSA National Forms and Publications Center.

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(c) GSA Form 3080 is only available through GSA regional offices as provided in § 101-40.205.

[51 FR 24343, July 3, 1986, as amended at 52 FR 21034, June 4, 1987]

§ 101-40.4903 Optional forms; availability.

(a) Optional Form 280 (Rev. 3-80), Uniform Tender of Rates and/or Charges for Transportation Charges, is designed to expedite the handling of rate tenders.

(b) Courtesy copies of Optional Form 280 may be obtained from the General Services Administration, Federal Supply Service, Office of Policy and Agency Liaison, Regulations and Policy Division (FFY), Washington, DC 20406. Carriers may duplicate this form or have it printed commercially.

PART 101-41—TRANSPORTATION DOCUMENTATION AND AUDIT

Sec.

- 101-41.000 Scope of part.
- 101-41.001 Applicability of part.
- 101-41.002 Definitions.
- 101-41.003 Exceptions to regulations.
- 101-41.004 Agency implementation.
- 101-41.005 Forms.
- 101-41.006 Electronic data interchange (EDI) records.
- 101-41.007 EDI policy.

Subpart 101-41.1—General

- 101-41.100 Scope of subpart.
- 101-41.101 Examination of payments, settlement of claims, and review of requirements.
- 101-41.102 GSA responsibilities and functions.
- 101-41.103 Procedures, conditions, and limitations relevant to the delegation of authority to perform prepayment audits of selected transportation bills.
- 101-41.104 Procedures and standards for utilizing EDI.

Subpart 101-41.2—Passenger Transportation Services Furnished for the Account of the United States

- 101-41.200 Scope and applicability of subpart.
- 101-41.201 [Reserved]
- 101-41.202 Standard forms relating to passenger transportation.
- 101-41.202-1 SF 1169, U.S. Government Transportation Request.